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TRD STAFF MEETING
8 March 1950

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Present:

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1. Machine Scoring Device. [REDACTED] reported that [REDACTED] has a scoring machine in the Assessment Staff which would be available for use by TRD in scoring examinations given in TRD instruction, particularly in Staff Training. It was suggested that Mr. [REDACTED] get together with [REDACTED] to work out plans for TRD's use of this scoring machine.

2. Liaison with OCD. TRD has authority from both OSO and OFC to deal directly with the CIA library to procure training materials and with Graphics Registry for films and other training aids. Requests should continue, however, to be channelled through Mr. [REDACTED] who will procure materials directly from OCD for use of TRD personnel. Branch chiefs were cautioned to notify all of their personnel of this procedure.

3. Inventory of Equipment. Account No. 70 with its sub-accounts is presently being closed out. As soon as the inventory of equipment in TRD is completed a new account will be set up, No. 140, and all future records will be kept by the Administrative Officer, such as stock records cards, transfers, turn-ins, etc. Sub-accounts to No. 140 will be set up in #13, [REDACTED] and L and a memorandum covering the duties of the responsible officers for these sub-accounts will be circulated by the Administrative Officer as soon as the inventory has been completed.

4. Welfare Fund. Mr. [REDACTED] reported that a meeting had been held with representatives of the various branches of TRD, consisting of Mrs. [REDACTED] and himself to consider the possibility of setting up a Welfare Fund in TRD for the purchase of gifts, flowers etc. for TRD personnel. The feeling of this group was that TRD should not set up such a fund, although individuals in Building [REDACTED] canvassed by Mr. [REDACTED] seemed to be in favor of a fund. Some of the objections raised were that it was too impersonal and too mechanical and that personnel in other buildings were not well enough acquainted with all TRD personnel to wish to contribute. Thus, hereafter collections for such items should be restricted to the individuals immediate group.

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Document No. 15
NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO: TS S 6
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 10/1/77 By: 008

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5. Parking Spaces. TRD has 10 assigned parking spaces around Building 14; in addition presently we have 4 temporary ones which will be taken over by Graphics Registry when they move in #14. Mr. [REDACTED] is presently trying to secure additional parking areas around #14. These ten spaces will be allocated to personnel in #13 and #14 in proportion and on a priority basis. 25X1A9a

25X1A12 6. FSI Instruction. The scheduling for FSI courses is being taken over
25X1A by [REDACTED] will continue to brief individuals entering State
25X1A9a courses but Mrs. [REDACTED] will take care of all enrollments and other details
in connection with such training. Mr. [REDACTED] is presently working on a change 25X1A
of the Training Guide reflecting this new procedure.

25X1C4a 7. Miscellaneous. Mr. [REDACTED] raised the question of cover stories
25X1C4a for people [REDACTED] He is to prepare a memorandum for 25X1A9a
25X1A9a submission to [REDACTED] citing several typical cases of 25X1A9a
difficulties encountered by students [REDACTED]
will then take these problems up with the proper authorities.

Mrs. [REDACTED] reported that 14 persons have been enrolled in the next SOC. Thirty are enrolled for the OC to begin on 20 March. There is still a backlog for both the OC and AOC.

The credit reference to be used by TRD personnel is: Mrs. [REDACTED],
2430 E Street, N.W., Executive 6115, Ext. 2901.

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